

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 13th , 2020, 3:30 p.m.
Meeting Held Through Cisco WebEx

ROLL CALL:

Tom Diedrick-Vice Chair	<u> X </u>	Ann Hartman	<u> X </u>
John Fenner	<u> X </u>	Sup. Andy Nicholson	<u> Abs </u>
Corday Goddard-Chair	<u> X </u>		

OTHERS PRESENT: Patrick Leifker, David Diedrick, Megan Walker, Matt Roberts and Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 24th, 2020 meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by T. Diedrick to approve the minutes from the February 24th, 2020 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS: No business.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:

P. Leifker stated that reports will be provided in full at next month's meeting.

OLD BUSINESS: No business.

NEW BUSINESS:

3. Update from BCHA Staff and ICS staff regarding current status with COVID-19.

P. Leifker stated that he has been in constant communication with M. Roberts and M. Walker at ICS regarding COVID-19 situation, and gave an update in terms of how its impacting the housing authority staff as well as ICS staff. Brown County Housing Authority office is closed to the public; however, staff are available via phone and email. ICS office is closed with ICS management staff working remotely. All reviews for April and May that could be done have been completed. ICS is working on opening on a limited basis with limited access; adhering to social distancing.

A motion was made by T. Diedrick, seconded by A. Hartman to receive and place on file the update from BCHA staff and ICS staff regarding current status with COVID-19. Motion carried.

4. Consideration with possible action to approve Patrick Leifker as approving official for Line of Credit Control System (LOCCS) with HUD.

P. Leifker indicated that this is something that the Executive Director of the Housing Authority should have access to. When the County took over administration of the Housing Authority from the City, this is something that was not transferred over. P. Leifker stated that he and C. Lamine became aware of this in January and started the process of transferring it over. The City of Green Bay agreed to continue maintaining this until we were able to get this on the agenda and passed.

P. Leifker stated that this is an allowance for him to go in and make sure David, as the authorizing official to receive some of our grant funds is eligible to do so.

A motion was made by J. Fenner seconded by T. Diedrick to approve the request to have P. Leifker as approving official for Line of Credit Control System with HUD. Motion carried.

5. Consideration with possible action to revise Chapter 8 (Housing Quality Standards and Rent Reasonableness Determinations) of the BCHA Administrative Plan.

P. Leifker indicated that this a proposed revision to allow the BCHA the opportunity to forgo an annual inspection for protection of staff due to the COVID-19 situation or other public health concerns.

A motion was made by A. Hartman seconded by T. Diedrick to approve the revision of Chapter 8 of the BCHA Administrative Plan. Motion carried. J. Fenner abstained.

6. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program.

M. Walker provided an update on the Utility Allowances for the Housing Choice Voucher Program. Utility allowances for the Housing Choice Voucher Program are required on an annual basis. Oil prices have dropped substantially from 2019.

A motion was made by A. Hartman seconded by T. Diedrick to accept the updated Utility Allowances for the Housing Choice Voucher Program. Motion carried. J. Fenner abstained.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.

P. Leifker indicated that the bills are standard, two month's worth of bills.

A motion was made by T. Diedrick, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried. J. Fenner abstained.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Housing Administrator/Executive Director's Report.

P. Leifker stated that as we work through COVID-19 pandemic he will try to keep everyone as updated as he possibly can. Housing Authority is trying to keep business as usual. P. Leifker indicated that he has been on the phone with developers who are interested in looking into projects within our jurisdiction where they may ask for project-based vouchers.

Date of next meeting: May 18th, 2020 at 3:30pm.

A motion was made by J. Fenner, seconded by A. Hartman to adjourn. Motion carried.

Meeting adjourned at 3:51 p.m.